#### Finance Department Narrative

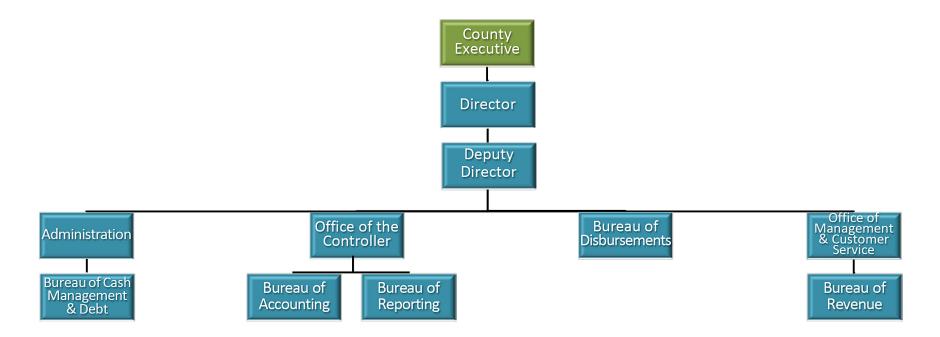
#### **Department Description:**

The Department of Finance is responsible for the collection of property and recordation taxes, custody of revenues and other receipts, and the control of expenditures based on County Council approved budgets. It also maintains financial systems structured on Generally Accepted Accounting Principles (GAAP), prepares financial reports for use by management and outside parties and administers planning for all bond sales.

**Outlook**: (What is new or different about this years budget?)

This is a continuation budget.

#### Finance Department Organizational Chart



Finance Department Personnel Summary			
Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1200 - FISCAL ASSOCIATE	GI	1.00	1.00
1201 - FISCAL SPECIALIST I	GJ	4.00	4.00
1203 - FISCAL SPECIALIST II	GK	16.00	17.00
1205 - FISCAL MANAGER I	GL	6.00	6.00
1207 - FISCAL MANAGER II	GM	5.00	5.00
1208 - FISCAL MANAGER III	GN	1.00	1.00
1211 - DEPUTY DIRECTOR OF FINANCE	GO	1.00	1.00
1217 - DIRECTOR OF FINANCE	GP	1.00	1.00
1301 - ADMINISTRATIVE ANALYST I	GI	3.00	6.00
1305 - SENIOR ADMINISTRATIVE ANALYST	GL	1.00	0.00
1307 - ADMINISTRATIVE MANAGER	GN	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	9.00	8.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	4.00	4.00
1411 - ADMINISTRATIVE AIDE	GG	7.00	4.00
1413 - ADMINISTRATIVE ASSISTANT	Gl	3.00	4.00
SBFS Total		63.00	63.00

01 - General Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1300000000 - Directors Office						
50 - Personnel Costs Total	1,204,634	1,383,296	1,562,406	1,357,630	-25,666	-1.86%
51 - Contractual Services Total	859,751	979,889	809,846	807,789	-172,100	-17.56%
52 - Supplies and Materials Total	4,028	11,000	11,000	11,000	0	0.00%
58 - Expense Other Total	318,675	107,153	107,153	105,275	-1,878	-1.75%
1300000000 - Directors Office Total	2,387,088	2,481,338	2,490,405	2,281,694	-199,644	-8.05%
1310000000 - Office of the Controller						
50 - Personnel Costs Total	257,543	560,453	331,855	274,262	-286,191	-51.06%
51 - Contractual Services Total	21,798	22,551	23,152	23,156	605	2.68%
52 - Supplies and Materials Total	847	2,000	2,000	2,060	60	3.00%
1310000000 - Office of the Controller Total	280,188	585,004	357,007	299,478	-285,526	-48.81%
1311000000 - Bureau of Accounting						
50 - Personnel Costs Total	705,674	725,093	912,766	932,083	206,990	28.55%
51 - Contractual Services Total	204,840	275,552	210,799	210,851	-64,701	-23.48%
52 - Supplies and Materials Total	931	2,000	1,841	2,000	0	0.00%
1311000000 - Bureau of Accounting Total	911,445	1,002,645	1,125,406	1,144,934	142,289	14.19%
1312000000 - Bureau of Reporting						
50 - Personnel Costs Total	909,308	978,018	885,559	1,134,655	156,637	16.02%
51 - Contractual Services Total	48,713	111,682	84,153	92,153	-19,529	-17.49%
52 - Supplies and Materials Total	563	2,000	1,583	1,583	-417	-20.85%
1312000000 - Bureau of Reporting Total	958,584	1,091,700	971,295	1,228,391	136,691	12.52%
1320000000 - Office of Business Management & Customer Service		,				
50 - Personnel Costs Total	1,333,279	1,446,547	1,338,584	1,733,648	287,101	19.85%
51 - Contractual Services Total	400,759	507,213	523,608	582,250	75,037	14.79%
52 - Supplies and Materials Total	4,555	7,200	6,500	7,200	0	0.00%
1320000000 - Office of Business Management & Customer Service Total	1,738,593	1,960,960	1,868,692	2,323,098	362,138	18.47%

01 - General Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1330000000 - Water & Sewer Billing						
50 - Personnel Costs Total	468,902	515,150	454,099	459,875	-55,275	-10.73%
51 - Contractual Services Total	90,208	92,174	92,224	94,821	2,647	2.87%
52 - Supplies and Materials Total	5,455	6,700	3,749	6,700	0	0.00%
1330000000 - Water & Sewer Billing Total	564,565	614,024	550,072	561,396	-52,628	-8.57%
1340000000 - Bureau of Disbursements						
50 - Personnel Costs Total	554,980	581,652	572,750	477,613	-104,039	-17.89%
51 - Contractual Services Total	370,634	472,339	470,098	457,874	-14,465	-3.06%
52 - Supplies and Materials Total	3,505	7,900	7,750	7,900	0	0.00%
1340000000 - Bureau of Disbursements Total	929,119	1,061,891	1,050,598	943,387	-118,504	-11.16%
01 - General Fund Total	7,769,582	8,797,562	8,413,475	8,782,378	-15,184	-0.17%

10 - TIF Districts						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1300000000 - Directors Office						
51 - Contractual Services Total	29,148	205,000	148,000	230,000	25,000	12.20%
54 - Debt Service Total	222,549	1,052,000	1,091,605	1,075,000	23,000	2.19%
69 - Operating Transfers Total	0	0	0	175,000	175,000	N/A
1300000000 - Directors Office Total	251,697	1,257,000	1,239,605	1,480,000	223,000	17.74%
10 - TIF Districts Total	251,697	1,257,000	1,239,605	1,480,000	223,000	17.74%

11 - Special Tax District						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1300000000 - Directors Office						
69 - Operating Transfers Total	0	1,025,000	1,002,000	15,000	-1,010,000	-98.54%
1300000000 - Directors Office Total	0	1,025,000	1,002,000	15,000	-1,010,000	-98.54%
11 - Special Tax District Total	0	1,025,000	1,002,000	15,000	-1,010,000	-98.54%

12 - Ban Anticipation Note Mgt Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1310000000 - Office of the Controller						
51 - Contractual Services Total	152,103	465,000	407,473	3,000,000	2,535,000	545.16%
54 - Debt Service Total	934,397	1,865,000	1,701,073	2,000,000	135,000	7.24%
1310000000 - Office of the Controller Total	1,086,500	2,330,000	2,108,546	5,000,000	2,670,000	114.59%
12 - Ban Anticipation Note Mgt Fund Total	1,086,500	2,330,000	2,108,546	5,000,000	2,670,000	114.59%
1300 - Department of Finance Total	9,107,779	13,409,562	12,763,626	15,277,378	1,867,816	13.93%

#### Finance Division Detail

Division Narrative: 1300000000 - Directors Office

Fund: General Fund

#### Narrative:

The Office of Director administers the collection of state and county taxes, special assessments, metropolitan district charges and other fees and revenues. It enforces collection of taxes in the manner provided by law.

Overseeing and guiding all bureau and division activity, the Director's Office ensures the collection, protection, investment and distribution of the County's financial resources in a fiscally responsible manner.

The Director's Office is responsible for the collection of property and recordation taxes, custody of revenues and other receipts and the control of expenditures based on County Council approved budgets by maintaining financial systems structures on Generally Accepted Accounting Principles, preparing financial reports for use by management and outside parties and administering planning for all bond sales.

### Finance Division Detail

Divison Personnel Summary: 1300000000 - Directors Office

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1201 - FISCAL SPECIALIST I	GJ	1.00	1.00
1203 - FISCAL SPECIALIST II	GK	2.00	2.00
1207 - FISCAL MANAGER II	GM	1.00	1.00
1211 - DEPUTY DIRECTOR OF FINANCE	GO	1.00	1.00
1217 - DIRECTOR OF FINANCE	GP	1.00	1.00
1301 - ADMINISTRATIVE ANALYST I	GI	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	2.00	2.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	2.00	2.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
Total Positions		12.00	12.00

Finance Division Detail

Division Expenditure Detail: 1300000000 - Directors Office

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
00000000 - General Fund						
Funded Program : 99999999999999999999 - Administration						
500100 - Salary-Regular	854,965	926,307	1,083,583	915,777	-10,530	-1.14%
500190 - Salary-Other	0	86,175	86,175	86,175	0	0.00%
501100 - Benefits-FICA	61,052	74,430	76,663	74,356	-74	-0.10%
501300 - Benefits-Health Insurance	162,500	172,500	177,675	167,400	-5,100	-2.96%
501500 - Benefits-Retirement	105,457	114,864	118,310	105,314	-9,550	-8.31%
501700 - Benefits-Workers Compensation	20,660	9,020	20,000	8,608	-412	-4.57%
50 - Personnel Costs Total	1,204,634	1,383,296	1,562,406	1,357,630	-25,666	-1.86%
510200 - Telecommunications Wired	15,105	15,211	15,211	15,164	-47	-0.31%
510300 - Printing	0	1,000	1,000	1,000	0	0.00%
510400 - Advertising & Clipping Service	0	1,000	1,000	1,000	0	0.00%
510500 - Copier Charges	6,455	7,731	7,731	6,446	-1,285	-16.62%
511310 - Radio Maintenance	2,179	1,480	1,480	1,295	-185	-12.50%
511900 - Software Maintenance	1,950	27,000	26,950	27,000	0	0.00%
513100 - Mileage	491	1,000	1,000	1,000	0	0.00%
513110 - Ground Transportation	271	250	315	250	0	0.00%
513120 - Parking Fees	90	200	200	200	0	0.00%
513200 - Lodging	1,119	2,800	3,000	3,500	700	25.00%
513300 - Meals	391	1,200	1,200	1,200	0	0.00%
513500 - Conferences & Seminar Fees	7,899	6,000	5,600	6,000	0	0.00%
513900 - Other Travel Expenses	2,443	500	1,511	1,500	1,000	200.00%
514700 - Data Processing Services	664,762	444,309	444,309	395,374	-48,935	-11.01%
515900 - Other Contractual Services	144,603	455,000	283,199	331,167	-123,833	-27.22%
515950 - Training Services	2,814	4,718	4,718	4,718	0	0.00%
516710 - Bank Service Charges	187	0	0	0	0	N/A
516820 - Association & Membership Dues	1,432	3,100	4,032	3,100	0	0.00%
517300 - Building & Contents Insurance	4,270	5,590	5,590	5,991	401	7.17%
517500 - General Liability Insurance	2,010	1,300	1,300	1,384	84	6.46%

Finance Division Detail

**Division Expenditure Detail :** 1300000000 - Directors Office

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
518060 - Rental-Other	1,280	500	500	500	0	0.00%
51 - Contractual Services Total	859,751	979,889	809,846	807,789	-172,100	-17.56%
520100 - Office Supplies	3,246	6,500	6,500	6,500	0	0.00%
521400 - Subscriptions & Publications	505	4,500	4,500	4,500	0	0.00%
521500 - Food Purchases	277	0	0	0	0	N/A
52 - Supplies and Materials Total	4,028	11,000	11,000	11,000	0	0.00%
581059 - Direct Cost Conversion-GIS	13,717	19,702	19,702	29,941	10,239	51.97%
581097 - Indirect Cost Conversion	304,958	87,451	87,451	75,334	-12,117	-13.86%
58 - Expense Other Total	318,675	107,153	107,153	105,275	-1,878	-1.75%
9999999999999999999 - Administration Total	2,387,088	2,481,338	2,490,405	2,281,694	-199,644	-8.05%
100000000 - General Fund Total	2,387,088	2,481,338	2,490,405	2,281,694	-199,644	-8.05%
1300000000 - Directors Office Total	2,387,088	2,481,338	2,490,405	2,281,694	-199,644	-8.05%

Finance Division Detail

Division Narrative: 1310000000 - Office of the Controller

Fund: General Fund

#### Narrative:

Serves as a daily financial accounting operation for Howard County Government. The bureau maintains the county's main accounting system along with a series of smaller systems. The bureau is divided into three areas of responsibility; the Division of Accounting provides training to county employees on proper use of the financial system, controls the loading and reconciliation of the operating and capital budgets, reconciles balance sheet accounts, processes developer rebates and maintains the integrity of the financial system. Division of Financial Reporting prepares reports, schedules and statements that show the county's financial, economic and demographic position, as well the investing the County's surplus cash. Division of Grants Accounting has the overall responsibility for the operation, maintenance, and enhancement of all County-wide Grants and SAP support functions related to grants within Finance.

### Finance Division Detail

**Divison Personnel Summary :** 1310000000 - Office of the Controller

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1201 - FISCAL SPECIALIST I	GJ	1.00	0.00
1205 - FISCAL MANAGER I	GL	3.00	1.00
1208 - FISCAL MANAGER III	GN	1.00	1.00
Total Positions		5.00	2.00

Finance Division Detail

**Division Expenditure Detail :** 1310000000 - Office of the Controller

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
500100 - Salary-Regular	194,380	406,978	215,136	206,766	-200,212	-49.19%
501100 - Benefits-FICA	14,305	31,134	16,297	15,818	-15,316	-49.19%
501300 - Benefits-Health Insurance	25,000	71,875	74,031	27,900	-43,975	-61.18%
501500 - Benefits-Retirement	23,858	50,466	26,391	23,778	-26,688	-52.88%
50 - Personnel Costs Total	257,543	560,453	331,855	274,262	-286,191	-51.06%
510200 - Telecommunications Wired	11,797	11,880	11,880	11,843	-37	-0.31%
510500 - Copier Charges	957	1,046	1,046	872	-174	-16.63%
513100 - Mileage	30	100	100	103	3	3.00%
513110 - Ground Transportation	9	22	22	23	1	4.55%
513200 - Lodging	1,018	1,200	1,200	1,236	36	3.00%
513300 - Meals	75	240	240	247	7	2.92%
513500 - Conferences & Seminar Fees	2,546	1,300	1,300	1,339	39	3.00%
513900 - Other Travel Expenses	510	700	700	721	21	3.00%
515900 - Other Contractual Services	2,196	4,944	4,944	5,000	56	1.13%
515950 - Training Services	1,447	0	703	724	724	N/A
516820 - Association & Membership Dues	1,213	1,119	1,017	1,048	-71	-6.34%
51 - Contractual Services Total	21,798	22,551	23,152	23,156	605	2.68%
520100 - Office Supplies	847	1,000	1,000	1,030	30	3.00%
521400 - Subscriptions & Publications	0	1,000	1,000	1,030	30	3.00%
52 - Supplies and Materials Total	847	2,000	2,000	2,060	60	3.00%
99999999999999999999 - Administration Total	280,188	585,004	357,007	299,478	-285,526	-48.81%
1000000000 - General Fund Total	280,188	585,004	357,007	299,478	-285,526	-48.81%
1310000000 - Office of the Controller Total	280,188	585,004	357,007	299,478	-285,526	-48.81%

#### Finance Division Detail

Division Narrative: 1311000000 - Bureau of Accounting

Fund: General Fund

#### Narrative:

The Bureau of Accounting is responsible for the daily financial accounting operations of the County, including the accounting of approximately \$1.8 billion of County fixed assets, monitoring inventory at the various County facilities and capital project reconciliations. The Bureau maintains the integrity of the SAP General Ledger system along with various other financial systems.

### Finance Division Detail

Divison Personnel Summary: 1311000000 - Bureau of Accounting

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1201 - FISCAL SPECIALIST I	GJ	1.00	2.00
1203 - FISCAL SPECIALIST II	GK	4.00	4.00
1205 - FISCAL MANAGER I	GL	1.00	2.00
1207 - FISCAL MANAGER II	GM	1.00	1.00
Total Positions	•	7.00	9.00

Finance Division Detail

Division Expenditure Detail: 1311000000 - Bureau of Accounting

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 9999999999999999999 - Administration						
500100 - Salary-Regular	505,818	520,173	674,657	676,905	156,732	30.13%
500190 - Salary-Other	0	0	2,400	0	0	N/A
501100 - Benefits-FICA	37,180	39,793	51,144	51,783	11,990	30.13%
501300 - Benefits-Health Insurance	100,000	100,625	100,625	125,550	24,925	24.77%
501500 - Benefits-Retirement	62,676	64,502	83,940	77,845	13,343	20.69%
50 - Personnel Costs Total	705,674	725,093	912,766	932,083	206,990	28.55%
513100 - Mileage	0	270	270	270	0	0.00%
513110 - Ground Transportation	0	0	165	165	165	N/A
513200 - Lodging	1,021	2,600	2,870	2,870	270	10.38%
513300 - Meals	77	540	333	333	-207	-38.33%
513500 - Conferences & Seminar Fees	4,221	4,558	4,267	4,275	-283	-6.21%
513900 - Other Travel Expenses	395	700	500	500	-200	-28.57%
515900 - Other Contractual Services	193,663	261,000	195,792	195,792	-65,208	-24.98%
515950 - Training Services	30	625	1,570	1,570	945	151.20%
516710 - Bank Service Charges	3,214	3,718	3,510	3,510	-208	-5.59%
516820 - Association & Membership Dues	2,219	1,541	1,522	1,566	25	1.62%
51 - Contractual Services Total	204,840	275,552	210,799	210,851	-64,701	-23.48%
520100 - Office Supplies	367	2,000	1,841	2,000	0	0.00%
520300 - Educational Supplies & Materials	564	0	0	0	0	N/A
52 - Supplies and Materials Total	931	2,000	1,841	2,000	0	0.00%
999999999999999999900 - Administration Total	911,445	1,002,645	1,125,406	1,144,934	142,289	14.19%
1000000000 - General Fund Total	911,445	1,002,645	1,125,406	1,144,934	142,289	14.19%
1311000000 - Bureau of Accounting Total	911,445	1,002,645	1,125,406	1,144,934	142,289	14.19%

#### Finance Division Detail

Division Narrative: 1312000000 - Bureau of Reporting

Fund: General Fund

#### Narrative:

The Bureau of Financial Reporting is responsible for the daily financial reporting operations of the County government. This includes preparing the Comprehensive Annual Financial Report (CAFR), the Uniform Financial Report, Single Audit, and supporting the County's external auditors. The Bureau also provides oversight for grant programs to ensure that departments are in compliance with appropriate governmental regulations.

### Finance Division Detail

Divison Personnel Summary: 1312000000 - Bureau of Reporting

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1201 - FISCAL SPECIALIST I	GJ	1.00	1.00
1203 - FISCAL SPECIALIST II	GK	5.00	6.00
1205 - FISCAL MANAGER I	GL	1.00	2.00
1207 - FISCAL MANAGER II	GM	1.00	1.00
1305 - SENIOR ADMINISTRATIVE ANALYST	GL	1.00	0.00
Total Positions		9.00	10.00

Finance Division Detail

Division Expenditure Detail: 1312000000 - Bureau of Reporting

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
500100 - Salary-Regular	654,826	706,908	630,235	835,210	128,302	18.15%
501100 - Benefits-FICA	48,414	54,079	47,861	63,895	9,816	18.15%
501300 - Benefits-Health Insurance	125,000	129,375	129,375	139,500	10,125	7.83%
501500 - Benefits-Retirement	81,068	87,656	78,088	96,050	8,394	9.58%
50 - Personnel Costs Total	909,308	978,018	885,559	1,134,655	156,637	16.02%
510300 - Printing	1,451	1,300	1,300	1,300	0	0.00%
511900 - Software Maintenance	0	30,000	22,000	30,000	0	0.00%
513100 - Mileage	324	500	241	241	-259	-51.80%
513110 - Ground Transportation	4	0	0	0	0	N/A
513200 - Lodging	839	3,600	4,000	4,000	400	11.11%
513300 - Meals	27	740	840	840	100	13.51%
513500 - Conferences & Seminar Fees	4,383	5,850	3,496	3,496	-2,354	-40.24%
513900 - Other Travel Expenses	0	500	1,700	1,700	1,200	240.00%
514850 - Accounting and Audit Services	1,095	1,350	1,350	1,350	0	0.00%
515900 - Other Contractual Services	38,928	65,000	46,868	46,868	-18,132	-27.90%
515950 - Training Services	0	780	837	837	57	7.31%
516820 - Association & Membership Dues	1,662	2,062	1,521	1,521	-541	-26.24%
51 - Contractual Services Total	48,713	111,682	84,153	92,153	-19,529	-17.49%
520100 - Office Supplies	563	2,000	1,583	1,583	-417	-20.85%
52 - Supplies and Materials Total	563	2,000	1,583	1,583	-417	-20.85%
999999999999999999900 - Administration Total	958,584	1,091,700	971,295	1,228,391	136,691	12.52%
100000000 - General Fund Total	958,584	1,091,700	971,295	1,228,391	136,691	12.52%
1312000000 - Bureau of Reporting Total	958,584	1,091,700	971,295	1,228,391	136,691	12.52%

#### Finance Division Detail

Division Narrative: 1320000000 - Office of Business Management & Customer Service

Fund: General Fund

#### Narrative:

The Office of Business Management and Customer Service Contains the Bureau of Revenue, Division of Customer Service, Division of Property Tax Accounting, and the Division of Tax Reconciliation and Recordation. Its primary function is to collect revenues that support the activities of County government.

### Finance Division Detail

Divison Personnel Summary: 1320000000 - Office of Business Management & Customer Service

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1203 - FISCAL SPECIALIST II	GK	4.00	4.00
1205 - FISCAL MANAGER I	GL	0.00	1.00
1207 - FISCAL MANAGER II	GM	1.00	1.00
1301 - ADMINISTRATIVE ANALYST I	GI	2.00	5.00
1307 - ADMINISTRATIVE MANAGER	GN	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	3.00	3.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	0.00
1411 - ADMINISTRATIVE AIDE	GG	5.00	3.00
Total Positions		17.00	18.00

Finance Division Detail

Division Expenditure Detail: 1320000000 - Office of Business Management & Customer Service

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	934,737	1,013,366	924,166	1,244,272	230,906	22.79%
Restored funding to PCN 003038.	'					
500190 - Salary-Other	25,000	0	0	0	0	N/A
500900 - Salary-Overtime	574	0	0	0	0	N/A
501100 - Benefits-FICA	70,166	77,522	70,382	95,185	17,663	22.78%
501300 - Benefits-Health Insurance	187,500	230,000	230,000	251,100	21,100	9.17%
501500 - Benefits-Retirement	115,302	125,659	114,036	143,091	17,432	13.87%
50 - Personnel Costs Total	1,333,279	1,446,547	1,338,584	1,733,648	287,101	19.85%
510200 - Telecommunications Wired	10,750	10,825	10,825	10,791	-34	-0.31%
510300 - Printing	60,000	75,000	78,841	91,500	16,500	22.00%
510500 - Copier Charges	1,890	2,083	2,083	1,737	-346	-16.61%
511900 - Software Maintenance	236,000	236,000	248,342	285,266	49,266	20.88%
513100 - Mileage	728	1,308	560	560	-748	-57.19%
513110 - Ground Transportation	106	178	178	178	0	0.00%
513120 - Parking Fees	95	539	521	660	121	22.45%
513200 - Lodging	3,058	2,000	1,100	1,100	-900	-45.00%
513300 - Meals	133	200	185	200	0	0.00%
513500 - Conferences & Seminar Fees	3,067	6,400	3,700	3,785	-2,615	-40.86%
513900 - Other Travel Expenses	1,155	0	5	5	5	N/A
515400 - Courier Services	2,590	1,040	1,340	1,340	300	28.85%
515900 - Other Contractual Services	81,067	170,000	174,358	182,008	12,008	7.06%
515950 - Training Services	0	950	950	2,500	1,550	163.16%
516820 - Association & Membership Dues	120	690	620	620	-70	-10.14%
51 - Contractual Services Total	400,759	507,213	523,608	582,250	75,037	14.79%
520100 - Office Supplies	3,852	6,500	6,500	6,500	0	0.00%

Finance Division Detail

Division Expenditure Detail: 1320000000 - Office of Business Management & Customer Service

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
521400 - Subscriptions & Publications	703	700	0	700	0	0.00%
52 - Supplies and Materials Total	4,555	7,200	6,500	7,200	0	0.00%
99999999999999999900 - Administration Total	1,738,593	1,960,960	1,868,692	2,323,098	362,138	18.47%
1000000000 - General Fund Total	1,738,593	1,960,960	1,868,692	2,323,098	362,138	18.47%
1320000000 - Office of Business Management & Customer Service Total	1,738,593	1,960,960	1,868,692	2,323,098	362,138	18.47%

#### Finance Division Detail

Division Narrative: 1330000000 - Water & Sewer Billing

Fund: General Fund

#### Narrative:

This division is responsible for administration of the water/sewer billing system and the billings and collection of quarterly utility user charges. It oversees the processing of new water/sewer applications and connections. It manages house connection reports, billing and file maintenance, coordinates with the Bureau of Utilities for the monthly turn off process for delinquent accounts and works with customers to resolve various questions and/or problems.

### Finance Division Detail

Divison Personnel Summary: 1330000000 - Water & Sewer Billing

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1203 - FISCAL SPECIALIST II	GK	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	4.00	3.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	2.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
Total Positions		7.00	7.00

Finance Division Detail

Division Expenditure Detail: 1330000000 - Water & Sewer Billing

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
500100 - Salary-Regular	318,659	345,292	316,058	315,715	-29,577	-8.57%
Froze PCN 003034 for 12 months						
501100 - Benefits-FICA	23,739	26,416	23,986	24,153	-2,263	-8.57%
501300 - Benefits-Health Insurance	87,500	100,625	100,625	83,700	-16,925	-16.82%
501500 - Benefits-Retirement	39,004	42,817	13,430	36,307	-6,510	-15.20%
50 - Personnel Costs Total	468,902	515,150	454,099	459,875	-55,275	-10.73%
510200 - Telecommunications Wired	9,309	9,374	9,374	9,345	-29	-0.31%
510300 - Printing	72,000	73,000	73,000	76,000	3,000	4.11%
510500 - Copier Charges	1,933	2,250	2,250	1,876	-374	-16.62%
513100 - Mileage	0	300	300	300	0	0.00%
513300 - Meals	0	50	50	50	0	0.00%
513500 - Conferences & Seminar Fees	0	300	350	350	50	16.67%
514700 - Data Processing Services	0	0	0	0	0	N/A
515900 - Other Contractual Services	6,779	5,000	5,000	5,000	0	0.00%
515950 - Training Services	0	750	750	750	0	0.00%
516820 - Association & Membership Dues	187	400	400	400	0	0.00%
518060 - Rental-Other	0	750	750	750	0	0.00%
51 - Contractual Services Total	90,208	92,174	92,224	94,821	2,647	2.87%
520100 - Office Supplies	5,455	6,500	3,549	6,500	0	0.00%
521400 - Subscriptions & Publications	0	200	200	200	0	0.00%
52 - Supplies and Materials Total	5,455	6,700	3,749	6,700	0	0.00%
999999999999999999900 - Administration Total	564,565	614,024	550,072	561,396	-52,628	-8.57%
1000000000 - General Fund Total	564,565	614,024	550,072	561,396	-52,628	-8.57%
1330000000 - Water & Sewer Billing Total	564,565	614,024	550,072	561,396	-52,628	-8.57%

Finance Division Detail

Division Narrative: 1340000000 - Bureau of Disbursements

Fund: General Fund

#### Narrative:

This bureau is responsible for most of the payments made by Howard County Government. This includes payroll and accounts payable transactions. The payroll division processes county bi-weekly payroll, reconciles the payroll interface into the financial system, processes year end W-2 forms and works with the county's outside service providers on implementing payroll law changes and modifications to the payroll system. The Accounts Payable Division processes most of the county's disbursements, processes 1099 forms and works with other county agencies and outside vendors on the correct processing of payments.

### Finance Division Detail

**Divison Personnel Summary**: 1340000000 - Bureau of Disbursements

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1200 - FISCAL ASSOCIATE	GI	1.00	1.00
1205 - FISCAL MANAGER I	GL	1.00	0.00
1207 - FISCAL MANAGER II	GM	1.00	1.00
1411 - ADMINISTRATIVE AIDE	GG	2.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	2.00
Total Positions		6.00	5.00

Finance Division Detail

**Division Expenditure Detail :** 1340000000 - Bureau of Disbursements

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
00000000 - General Fund						
Funded Program : 99999999999999999999 - Administration						
500100 - Salary-Regular	400,814	412,662	405,918	342,310	-70,352	-17.05%
501100 - Benefits-FICA	30,030	31,569	30,891	26,187	-5,382	-17.05%
501300 - Benefits-Health Insurance	75,000	86,250	86,250	69,750	-16,500	-19.139
501500 - Benefits-Retirement	49,136	51,171	49,691	39,366	-11,805	-23.07%
50 - Personnel Costs Total	554,980	581,652	572,750	477,613	-104,039	-17.89%
510200 - Telecommunications Wired	764	769	769	767	-2	-0.26%
510300 - Printing	0	2,000	2,000	2,000	0	0.00%
510500 - Copier Charges	4,419	7,351	7,351	6,129	-1,222	-16.62%
513100 - Mileage	0	500	505	505	5	1.00%
513110 - Ground Transportation	0	250	250	250	0	0.00%
513120 - Parking Fees	0	150	150	150	0	0.00%
513200 - Lodging	0	1,500	1,500	1,500	0	0.00%
513300 - Meals	0	150	150	150	0	0.00%
513500 - Conferences & Seminar Fees	0	5,500	3,000	3,000	-2,500	-45.45%
513900 - Other Travel Expenses	0	500	500	500	0	0.00%
515900 - Other Contractual Services	364,086	450,000	450,000	439,000	-11,000	-2.44%
515950 - Training Services	165	1,500	1,500	1,500	0	0.00%
516820 - Association & Membership Dues	1,200	1,719	1,973	1,973	254	14.78%
518060 - Rental-Other	0	450	450	450	0	0.00%
51 - Contractual Services Total	370,634	472,339	470,098	457,874	-14,465	-3.06%
520100 - Office Supplies	3,505	7,000	7,000	7,000	0	0.00%
521400 - Subscriptions & Publications	0	900	750	900	0	0.00%
52 - Supplies and Materials Total	3,505	7,900	7,750	7,900	0	0.00%
99999999999999999999999999999999999999	929,119	1,061,891	1,050,598	943,387	-118,504	-11.16%
100000000 - General Fund Total	929,119	1,061,891	1,050,598	943,387	-118,504	-11.16%
1340000000 - Bureau of Disbursements Total	929,119	1,061,891	1,050,598	943,387	-118,504	-11.16%

#### Finance Division Detail

Division Narrative: 1310000000 - Office of the Controller

Fund: Ban Anticipation Note Mgt Fund

#### Narrative:

This fund has been created to allow the county to manage the Commercial Paper Bond Anticipation Note Program. The county uses this program for the capital budget. This program enables the county to borrow for the capital construction program at the lowest interest rates instead of using general funds. This program allows the county to use general funds to generate investment income. Included in this fund are all costs and revenues of the program. Revenue in excess of cost is returned to the general fund as investment income.

### Finance Division Detail

Division Expenditure Detail: 1310000000 - Office of the Controller

Fund: Ban Anticipation Note Mgt Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change			
2110000000 - Bond Anticip Notes									
Funded Program : 9999999970000000002300 - Commercial Paper Program (4200)									
515900 - Other Contractual Services	152,103	465,000	407,473	3,000,000	2,535,000	545.16%			
51 - Contractual Services Total	152,103	465,000	407,473	3,000,000	2,535,000	545.16%			
540197 - Interest Paid-Bonds-Alloc-Budg-Other	934,397	1,865,000	1,701,073	0	-1,865,000	-100.00%			
542500 - Iss Costs Pd-Bd-Ass	0	0	0	2,000,000	2,000,000	N/A			
54 - Debt Service Total	934,397	1,865,000	1,701,073	2,000,000	135,000	7.24%			
9999999997000000002300 - Commercial Paper Program (4200) Total	1,086,500	2,330,000	2,108,546	5,000,000	2,670,000	114.59%			
2110000000 - Bond Anticip Notes Total	1,086,500	2,330,000	2,108,546	5,000,000	2,670,000	114.59%			
1310000000 - Office of the Controller Total	1,086,500	2,330,000	2,108,546	5,000,000	2,670,000	114.59%			

